TIMS Web Company
Industry User Guide

United States Department of the Interior
Information Technology Division

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https://timsweb.bsee.gov
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Introduction


For information on the following subjects please refer to TIMS Web Getting Started Industry User Guide.

- System Requirements for TIMS Web
- Help Desk
- Login
- Forgot password/Forgot Username
- Unsuccessful Login
- Locked Accounts
- Change Password
- Logout
- Accessibility Menu
- My Entitlements
- Online (Wiki) Help
- DOI Password Guidelines

What is TIMS Web

TIMS Web is a web-based application system hosted and supported by the Bureau of Safety and Environmental Enforcement’s Information Technology Division (BSEE/ITD).

TIMS Web Company application allows the Oil, Gas and Renewable energy industries to electronically submit Qualification, Maintain Company, Change of Name, Business Conversion and Merger requests to the Bureau of Ocean Energy Management (BOEM).

TIMS Web Bonding application allows same industries to electronically submit New Bond, Appeal Bond, Bond Replacement, Bond Cancellation, Bond Termination and Bond Riders to BOEM.

Electronic submittal of data provides a secure file transfer mechanism, eliminates data collection errors and inefficiencies; and allows TIMS Web to maintain current and the most accurate data online. Once Company and Bonding requests are submitted, TIMS Web electronic review process enables BOEM to review and enter the appropriate decision regarding the request.
WebCenter Spaces

After Login you will be directed to WebCenter Spaces page shown in Figure 1.

![WebCenter Spaces Page](image)

**Figure 1: WebCenter Spaces Page**

All TIMS Web business applications and administrative utilities are accessed through WebCenter Spaces page. Applications and utilities are located on the left sidebar.

Upon selecting an application/utility link, the system enables you to perform actions based on your roles and access rights. Users’ roles and access rights are established by user’s representative company.

**How to Select Multiple Items**

To select *consecutive* items, click on the first item you like to select, hold down the Shift key, and press the down arrow key on your keyboard until you reach the last item you like to include in your selection. The items will be highlighted and selected.

To select *non-consecutive* items, highlight the first item, hold down the Ctrl key, highlight the next non-consecutive item. You must hold down the Ctrl key while you select more items.

**Expand, Adjust Window Panes**

TIMS Web Company application pages may contain windows comprised of two or more panes. Window panes can be expanded (or collapsed) by clicking the button where encountered.
To bring a window pane to full view, click the button located on the edge of the pane (the edge may not be a visible edge). The button is identified by red oval in the following figure.

Window panes can be adjusted in size. To adjust the size of a window pane, hold the mouse pointer on the border line between two adjacent panes. The double-headed arrow (or a blue line) indicates the border line can be dragged up/down or to the left/right.

**Links in This Document**

Links, in bold blue, have been provided for easy and fast access to remote sections in this document. To visit a link, hold the mouse pointer over the link. **Left click** the mouse while pressing the **Ctrl** key. You will be directed to the link target. To return to previous position, hold down **Alt** and press the **left arrow** on your keyboard.

All figure references provide a link to the figure. Titles/Page numbers in the Table of Contents and List of Figures are links and will take user to the indicated title/page within the document. These links are not in bold blue.

**BOEM Regional Contacts**

To view contact information for BOEM Regional Contacts, **Login** TIMS Web.

Click **TIMS Web Company**. Click **Requirements** tab and then click **Regional Contacts**. The displayed page is shown.
TIMS Web Company

TIMS Web Company is a web-based business application that allows eligible companies/entities to electronically file qualification requests so that the Bureau of Ocean Energy Management (BOEM) can qualify the entity to do business on the Outer Continental Shelf (OCS).

Moreover, TIMS Web Company application enables BOEM qualified companies and BOEM approved Sureties to update and modify their respective company information via the Maintain Company function.

Change of Name, Business Conversion and Merger requests can also be created and submitted electronically to BOEM through TIMS Web Company application. Company business processes are outlined in Business Processes section.

TIMS Web Company’s Workflow is shown in Appendix C.

Company Submittals page (i.e., submittals list) is the default screen displayed after an authorized user selects TIMS Web Company application. Functional tabs and buttons located at the top of submittals list page are enabled according to user’s role and access rights.

Tabs and Buttons

The following table shows functional tabs and buttons on TIMS Web Company default screen: the Company Submittals page (i.e., submittals list).
TIMS Web Company default page, referred to as submittals list throughout this document. Shows all submittals for user’s representative company.

<table>
<thead>
<tr>
<th>Company Information</th>
<th>Displays company details, contacts, attachments, authorized officials, addresses, phone numbers and websites for user’s representative company.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements</td>
<td>Displays required and optional attachments for a Business Process selected by the user.</td>
</tr>
<tr>
<td>Create New</td>
<td>Creates new request/submittal:</td>
</tr>
<tr>
<td></td>
<td>• Maintain Company</td>
</tr>
<tr>
<td></td>
<td>• Change of name</td>
</tr>
<tr>
<td></td>
<td>• Business conversion</td>
</tr>
<tr>
<td></td>
<td>• Merger</td>
</tr>
<tr>
<td>View Details</td>
<td>Displays details of a selected submittal and allows user to edit the submittal if the submittal is in Draft status.</td>
</tr>
<tr>
<td>View Submittal History</td>
<td>Displays actions taken on a selected submittal.</td>
</tr>
<tr>
<td>Delete Submittal</td>
<td>Deletes a selected submittal permanently. Submittal must be in Draft status.</td>
</tr>
<tr>
<td>Recall Submittal</td>
<td>Changes selected submittal to Draft status for editing. Selected submittal must be in Pending or eSign status.</td>
</tr>
<tr>
<td>Withdraw Submittal</td>
<td>Cancels selected submittal and prevents modification and submission. Submittal must be in Return or Rework status. Withdrawn submittals can be viewed but cannot be deleted.</td>
</tr>
</tbody>
</table>

**Quick Steps**

The following is a summary of the steps users can take to perform desired business processes. Please visit appropriate sections for important details not included in this summary.
### Qualification
- **Login** as new company and select TIMS Web Company
- **Click** New Qualification Request. Enter **Submittal Name**
- Click **Create Request**
- Click Addresses/Phone Numbers/Websites tabs
- Add address/phone number/website and save
- Click **Contacts** tab
- Add contact/address/phone number/email and save
- Click **Authorized Officials** tab
- Create at least one title. Assign role to title
- Click **Attachments** tab. Upload attachments
- Click **Validate** then **Submit**

### Maintain Company
- **Login** and select TIMS Web Company
- **Click** Create New and select **Maintain Company Request**
- Enter **Submittal Name** and click **Create Request**
- Apply desired changes and save
- Click **Attachments** tab. Upload attachments (if any)
- Click **Validate** then **Submit**

### Change of Name / Business Conversion
- **Login** and select TIMS Web Company
- **Click** Create New and select **Change of Name Request** or **Business Conversion**
- Enter **Submittal Name**
- Enter **New Company Name** (optional for business conversion)
- Select **New Company Type** (optional for business conversion)
- Select **Filing Date**
- Click **Create Request**
- Click **Affected Bonds**
- Click **Create Bond Riders** (required with name change)
- Update company info/contacts/authorized officials (optional)
- Click **Attachments** tab. Upload attachments
- All bond request must be in **Prepending** status
- Click **Validate** then **Submit**

### Merger
- **Login** and select TIMS Web Company
- **Click** Create New and select **Merger Request**
- Enter **Submittal Name**
- Select a **Merging Company**.
- Enter **New Company Name** (optional)
- Select **Filing Date**
- Click **Create Request**
- Click **DOO Attachments** tab and upload DOO attachments
- Click **Affected Bonds** tab
- **Click New Bond: 2028, 2028a, 2030 and 0005** (optional)
- Click Indemnity/Trust Agreement, Insurance Policy, Certificate of Deposit and Investment Grade Securities (optional)
- **Click Bond Rider: Assumption of Liabilities/Increase(Decrease) Bond Amount** (optional)
- **Click Bond Riders for Name Change** (required with name change)
- Click **Cancel/Terminate Merging Company Bonds** button
- Click **Attachments** tab. Upload attachments
- All bond requests must be in **Prepending** status
- Click **Validate** then **Submit**
**Submittals List**

Company Submittals page (i.e., submittals list) is TIMS Web Company’s default screen.

To view submittals list, **Login** and select **TIMS Web Company**. Submittals list is displayed. A sample screen is shown.

![Figure 3: Submittals List](image)

Submittals list is filtered according to user’s role and privileges. The system **enables** only the functions user is authorized to perform.

The **width** of columns on the submittals list can be **adjusted**. To adjust the width of a column, with your mouse pointer, hover over the vertical line separating two columns until you see the crosshair. The red arrow in the preceding figure shows the vicinity the mouse pointer should hover over. Left-click the mouse and drag the vertical line to the right or to the left without releasing the left-click.

Once a submittal is selected by the user, all bonding requests associated with selected submittal (if any) will be listed in the lower panel under **Associated Bond Requests**.

**Sort Submittals List**

To sort submittals list in ascending or descending order, hold the mouse pointer over a column label. Two triangles are displayed, as identified below by red arrow.
Click appropriate triangle to sort the items in the column in ascending or descending order.

**Filter Submittals List**

Submittals list can be filtered by Submittal ID, Submittal Name, Submittal Status and Submittal Type. Entry fields for Submittal ID and Submittal Status are traced out in red in Figure 4.

To filter a non-numeric field, type the complete word in the appropriate entry field then press **Enter**. The list will be filtered accordingly. If only partial value is known, type the partial value between percent signs: %partial name%. The filter is case sensitive.

To filter a numeric field, type the complete value in the appropriate entry field and press **Enter**. If complete numeric value is not known, type the partial value between percent (%) signs and press **Enter**.
To filter the **Date Created** and **Status Date** fields, user must enter the complete date. The entered date must have the same format as those displayed in Figure 4.

**Draft Status**

A **Draft** submittal is a request initiated by the user, but not yet validated/submitted to BOEM. User with appropriate role can view, edit or delete submittals in Draft status.

To **delete** a submittal in Draft status, see **Delete Submittals**.

**Pending Status**

A **Pending** submittal is a request submitted to BOEM but not yet received by BOEM. User with appropriate role can view a submittal in Pending status. A submittal cannot be edited while in Pending status.

A Pending submittal can be **recalled** by user with appropriate role. See **Recall Submittals**. Once recalled, the submittal is updated to Draft status. User can edit the submittal in Draft status.

**Returned/Rework Status**

A submittal in **Returned** status is a request returned to the Submitter due to discrepancies. User must address Reviewer Comments before resubmitting the request to BOEM.

After suggested changes are made, the submittal can be validated and resubmitted to BOEM. Upon submission, the system updates the submittal to Resubmit status.

**Approved Status**

A submittal in **Approved** status is a request approved by BOEM. User with appropriate role can view approval documents for submittals in Approved status.

Approval documents include qualification card and approval letter. Qualification card and approval documents are in Read Only format.

**Denied Status**

A submittal in **Denied** status is a request denied by BOEM. User with appropriate role can view Reviewer Comments and attachments for a submittal in Denied status.

**Recall Submittals**

User with appropriate role can recall a Company submittal. Company submittals in Pending or Resubmit status can be recalled.

To **recall** a submittal, **Login** and click **TIMS Web Company**. Submittals list is displayed.

Select the submittal you wish to recall and click **Recall Submittal**. Click **OK** to confirm or click **Cancel** to cancel the Recall.
Upon confirmation, submittals in Pending status are updated to Draft status and submittals in Resubmit status are updated to Rework status.

User can edit the submittal in Draft/Rework status and resubmit the request to BOEM. Alternatively, user can delete the submittal. See Delete Submittals.

Withdraw Submittals
Requests in Returned and Rework status can be withdrawn by users with appropriate role. Withdrawing a request cancels the request and prevents it from being modified or resubmitted. Once a request is withdrawn, user can only view the request. A withdrawn request cannot be deleted.

To withdraw a request in Returned or Rework status, Login TIMS Web and select TIMS Web Company.

From the displayed submittals list, select the request to be withdrawn and click Withdraw Submittal. The system displays a message if the selected request cannot be withdrawn.

Location of the button is indicated.

![Figure 5: Withdraw Submittal](image)

Upon clicking Withdraw Submittal, user is prompted to confirm the action. Click OK to confirm or click Cancel to cancel the action. Upon user’s confirmation, the system updates the request to Withdrawn status.

Delete Submittals
A submittal in Draft status can be deleted by the user with appropriate role.

To delete a submittal, Login and select TIMS Web Company.

Select the submittal to be deleted, then click Delete Submittal.
User is prompted to confirm the deletion. Click **OK** to confirm or click **Cancel** to cancel the deletion.

**View Reviewer Comments**

User with appropriate role can view reviewer comments for submittals in Returned or Rework status.

To view Reviewer’s comments, **Login** and click **TIMS Web Company**.

Select the desired submittal and click **View Details**. Alternatively, click the appropriate **Submittal ID** link.

Select the **Reviewer Comments** tab and click the **Print Comments** button. The system displays Reviewer’s comments (if any) in Read Only format. A sample is shown.
User must adhere to Reviewer’s suggestions and resubmit the request to BOEM.

**View Approval Documents**

Only users with appropriate role may view approval documents for an **Approved** request.

**Login** and select **TIMS Web Company**. Submittals list is displayed. User can filter the list for submittals in Approved status. See **Filter Submittals List**.

Select desired submittal and click **View Details**. Alternatively, click the appropriate **Submittal ID** link. Selected submittal is displayed.

To view approval documents click the **Approval Documents** button. The system displays Approval Documents page. A sample is shown.
Company qualification card (if any) can be viewed by clicking the corresponding button located in Approval Documents panel. A sample of qualification card is shown below.
Figure 9: Qualification Card

To view and print approval letter (if any) click the corresponding button located in Approval Documents panel. A sample of approval letter is shown.
**United States Department of the Interior**

**Bureau of Ocean Energy Management**

Kay Smith  
Shell Oil Gas Company  
P.O. Box 576  
Houston, TX 77001-0576

**MERGER RECOGNIZED**

On March 16, 2012, Bureau of Ocean Energy Management (BOEM) acknowledges receipt of documents as evidence to recognize the merger of ABC Oil & Gas (USA) Inc., with and into Shell Oil Gas Company, 03689. The effective date of the merger is February 27, 2012.

In view of the evidence submitted, the merger is hereby recognized by BOEM and the appropriate records are so noted. For your convenience a copy of the qualification data card acknowledging your authorized officials are attached.

The following regions are affected by this action:

Sincerely,  
Brian Young

---

**Figure 10: Approval Letter**

**Required Documents**

**Qualification Request**

To view required documents for Qualification requests, **Login** TIMS Web as new company.

Select **TIMS Web Company** and click the **Qualification Requirements** tab.

Select **company type**. Required and optional documents for selected type are displayed. The list will not appear until user selects a company type. A sample screen is shown.

- To print the list to local printer, click the **Print Requirements** button.
- To return to previous page click the **Qualification Submittals** tab.
- Please refer to Appendix B for all company types.

**Other Requests**

To view required and optional attachments for maintain company, change of name, business conversion or merger requests, **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select **Business Process**. If Business Conversion is selected, choose **Conversion Type** from the drop-down list.

Required and optional documents are displayed. A sample screen is shown.

![Figure 12: Requirements for Business Processes](image)

- To print the list to local printer, click the **Print Requirements** button.
- To return to submittals list, click the **Company Submittals** tab.
- Please refer to Appendix B for all company types.

**Upload Attachments**

- Only users with appropriate role may attach documents on behalf of their representative company.
- All attachments must be uploaded **before** validating the request.
- All attachments must be in **PDF** (Portable Document Format).

**Login** and click **TIMS Web Company** application. Select desired submittal and click the appropriate **Submittal ID** link.
Click the **Attachments** tab. The displayed window lists all required and optional attachments. A sample screen is shown.

![Figure 13: Upload Attachments](image)

To upload an attachment, click the corresponding **** button. Click **Browse** to select a PDF file and then click **OK**.

To **delete** an attachment, click the corresponding **** button. Click **OK** to confirm the deletion.

To **view** an attachment, click the **** button corresponding to the attachment you wish to view.

To **replace** an existing attachment file, click the corresponding **** button. Select a new PDF file and click **OK**. The old PDF file will be replaced with the new PDF. After the request is submitted to BOEM, attachments cannot be edited. See **Update Attachments**.

**Supplemental Attachments**

- Supplemental Attachments are documents, other than Required or Optional, which user wishes to attach to a request.
- User-specified attachment name **can** be edited by the user.
- User-specified attachment name **cannot** be edited **after** submission to BOEM.

To upload supplemental attachments, click the **Add Supplemental Attachment** button.
Enter an attachment name. Browse local drive to select the PDF document you like to attach. Once the document is selected, click the OK button. To upload the document, click the corresponding button.

Attachment name must be unique. If user enters an attachment name that already exists in the Attachment Name column, the system displays an appropriate message.

To upload more supplemental attachments, click the Add Supplemental Attachment button and repeat the steps.

To edit the attachment name, click the corresponding button and modify; or enter a new name.

**Multiple Uploads**

Based on company type, multiple documents can be uploaded per Attachment Name, via the button.

Click the button. Enter a unique attachment name. Browse local drive to select the desired PDF file and click OK. A sample screen is shown.

![Add Supplemental Attachment](image)

**Figure 14: Multiple Upload**

User’s entry is appended to the existing Attachment Name and displayed in as supplemental Attachment Name (see red arrow below).
Repeat the steps if desired.

**Qualification**

Companies and individuals wishing to do business on the Outer Continental Shelf (OCS), whether requiring a lease interest directly from the United States at a lease sale or through assignment from a current lessee, must be **qualified** as an OCS lessee. Leases may be held only by:

- United States citizens.
- Aliens lawfully admitted for permanent residency in the United States.
- Private, public or municipal corporations organized under the laws of the United States or of any state or the District of Columbia or territory thereof.
- Associations of such citizens, nationals, resident aliens or private, public or municipal corporations, states, or political subdivisions of states.

TIMS Web Company application allows eligible entities to electronically file a qualification request along with all required documents, in advance of anticipated transactions, so that BOEM can review and accept submitted documents and qualify the entity to do business on the OCS.

Part of the qualification process is to assign to the entity a **Company Number** that can be used with any BOEM and BSEE offices for data processing and managing information about entity’s operating rights in leases, rights-of-way (ROW) or records of interest.

**Initiate Qualification Request**

- Only users with appropriate role may initiate a new qualification request on behalf of their representative company.
- To view required and optional documents, see **Required Documents**.

Login as a **new** company and select **TIMS Web Company**. Click **New Qualification Request**. The displayed page is shown.
Enter **Submittal Name** and Submittal Description in designated fields. Submittal Name must be unique to submittal type. The system displays an appropriate message if Submittal Name is not unique. Required fields are indicated by an asterisk (*).

Type **Company Name**. Company Name must be unique to BOEM and the spelling, upper or lower case and punctuation must match **exactly** the name that appears on business records and required documents. If a company or business name does not match exactly, it may cause the request to be returned.

Select **Company Type**, **Qualification Type** and **State of Incorporation** from the drop-down list.

Click **Create Request**. The system creates a **Submittal ID** and links it to Submittal Name and saves the request in Draft status.

The displayed Company Qualification Request page is shown.
Enter Company Information

To enter company’s address, click the **Addresses(0)** tab then click **Add**. Type your entries in the designated fields and click **Save**. At least one address must be entered. Select Country from the list and click **Save**. If more than one address is entered, indicate one as primary address.

To add company’s phone number, click **Phone Numbers(1)** then click **Add**. Enter company Phone Number and Phone Type in the designated fields. At least one phone number must be entered. If more than one phone number is entered, indicate one as primary phone number.

To enter websites for your company, click the **Websites(0)** tab then click **Add**. Type company website in the space provided. If more than one website is entered, indicate one as primary website. Entering websites is optional.

Click **Save** after each new entry or after all entries. Click **Cancel** to cancel unsaved entries. Click **Delete** to delete selected entries.

Additions/alterations can be made while the request is in Draft status. No changes can be made to company’s data while the request is in Pending or Review status. Requests in Pending status can be edited after being recalled first. See **Recall Submittals**.

Enter Contact Information

Select **Contact Information** tab on Company Qualification Request page. The system displays Contact Information panel shown in Figure 17.

To enter contact’s information click the **Add** button. Enter **First Name** and **Last Name**. Prefix, Middle Initial, Suffix and Title are optional fields. By default, all BOEM regions (Pacific, Gulf, Atlantic, and Alaska) will be selected for the contact. User may un-select regions as appropriate. Click **Save** to save entries.

- At least one contact must be entered.
- At least one region must be selected for each contact.
Figure 17: Contact Information

To enter Addresses, Phone Numbers and Emails for each contact, click the corresponding tab and click . Type the information in the designated fields. Some fields can be selected from drop-down menus.

Multiple addresses, phone numbers, and emails may be added for each contact. However, one address, phone number and email must be indicated as primary.

Entries can be saved any time by clicking . Clicking the button deletes the selected entry. Unsaved entries will be cancelled by clicking the button.

Address, Phone Number, Websites fields can be sorted in ascending/descending order. To learn more, see Sort Submittals List.

Changes can be made while the qualification request is in Draft status. No changes can be made while the request is in Pending or Review status. Requests in Pending status can be edited after they are recalled. See Recall Submittals.

Create Titles

- Authorized Officials are individuals designated to electronically sign (i.e., eSign) bonding and other documents on behalf of representative company.
- Prior to designating Authorized Officials, titles must be created for the official.

To create new title, select the tab on Company Qualification Request page. Roles and Titles panel (traced out in red) will be displayed. A sample screen is shown.
In Roles and Titles section click the New button. The New Title window, shown in Figure 19, is displayed.

Type the desired Title in the designated field and save the entry by clicking the Save button. The title must be unique. The system displays an error message if the new title already exists.

Assign Roles to Title

To assign roles to an existing title, in New Title window (see Figure 19), select an item in Available Roles column and click the arrow button to move the item to the Assigned Roles column.

Multiple items can be selected. See How to Select Multiple Items.
The title assumes all the roles listed in Assigned Roles column. Role assignment can be reversed by clicking . At least one role must be assigned to a title.

Click to save selections, or click to exit the New Title window.

Clicking assigns all available roles to the title. Clicking reverses the action.

- The asterisks (*) indicate titles associated roles. In the sample shown in Figure 18, the CEO has the signatory role for the following: Designation of Operators, Name Changes and Operating Rights Assignments.
- The signature role is established in advance by user’s company.
- Roles are compiled by BOEM Adjudication Unit according to company’s business needs.
- To edit titles, click the button located in the Roles and Titles panel. For complete information see Edit Role Assignment.
- To delete a title, click the button located in the Roles and Titles panel. For complete information see Delete Title.

**Designate Authorized Officials**

- Authorized officials can sign documents on behalf of their representative company.
- At least one authorized official must be indicated by the user.
- Individual entity types are not required to provide authorized officials.

To enter official’s information, click the button located in Authorized Officials panel (traced out in blue). The button is identified by blue oval in Figure 18.

Upon clicking, the Authorized Officials window is displayed. A sample is shown.
Enter **First Name** and **Last Name** of the intended official. Prefix, Middle Initial, and Suffix are optional.

Select desired title from Available Titles column, and click ‹›. The official will **assume** all the titles in the **Assigned Titles** column. Clicking ‹› reverses the action.

Multiple titles can be assigned to the designated official. See **How to Select Multiple Items**. The ‹› button assigns **all** available titles to the official. The ‹› button reverses the action.

Click ‹› to save selection.

- To **edit**, select official’s name and click the ‹› button located in the Authorized Officials panel, edit the name and save. For more information see **Update Authorized Officials**.

- To **delete**, select official’s name and click the ‹› button located in the Authorized Officials panel. User must confirm the deletion.

- To exit the window click ‹›.
Attorney-in-Fact

- A company may designate an agent, allowing him to perform business transactions on behalf of the company.
- Attorney-in-Fact is a designated agent that can operate, under a Power of Attorney, to represent the company in any transaction.
- The Power of Attorney document determines the extent of agent’s execution powers.
- The agent’s representation **terminates** on the Power of Attorney’s expiration date.
- Adding an Attorney-in-Fact is optional.
- If an Attorney-in-Fact is entered, a **valid** Power of Attorney must be provided as a required attachment.
- At least one Power of Attorney is required if multiple attorneys in fact are entered.

To **add** an Attorney-in-Fact, click the **Add** button located in the Attorney-in-Fact panel seen in Figure 18.

Enter **First Name** and **Last Name** of the intended person. Other fields are optional. Click the **Save** button to select the power of attorney’s **Expiration Date**. Click **Save**.

Fields in the Attorney In Fact panel can be **sorted** in ascending/descending order. To learn more, see **Sort Submittals List**. New entries must be saved before they are included in the sort.

- User’s entries can be modified while the request is in Draft status.
- No alterations can be made to the Attorney-in-Fact information after the request has been accepted by BOEM (e.g., an approved Attorney-in-Fact cannot be deleted). The Expiration Date, however, can be changed to current date to terminate the execution power of the Attorney-in-Fact.
- The Attorney-in-Fact panel will show both active and Expired (past the expiration date) attorneys in fact.

**Validate and Submit Qualification Request**

- Qualification request must be validated before submission to BOEM.
- All attachments must have been uploaded before validation. See **Required Documents and Upload Attachments**.
- User must have appropriate role to submit qualification request to BOEM.

**Login** as a **new** company and click **TIMS Web Company**.

Select desired submittal and click **View Details**. Alternatively, click **Submittal ID** link.
To validate the request, click the button located at the top left of the Company Qualification Request page. If validation is successful, the system notifies user no errors have been found. An unsuccessful validation returns a listing of error messages. User must correct the appropriate data and retry the validation process.

Click the button. If submission is successful an appropriate message is displayed.

Click to close the message box. The request is updated to Pending status. The qualification request cannot be altered while in Pending status. To modify a request in Pending status, see Recall Submittals.

- Once the request is accepted by BOEM, the requesting company is assigned a Company Number and notified accordingly.
- Appropriate users can log on TIMS Web and view the approval documents. Approval documents include approval letter, qualification card and Reviewer’s documents.

**Edit Qualification Request**

- User with appropriate role can edit a qualification request while the request is in Draft status.
- Requests in Returned/Rework status can also be modified.
- To edit requests in Pending status see Recall Submittals.

To modify a qualification request in Draft or Returned/Rework status, Login as a new company. Click TIMS Web Company and select desired submittal from the list.

Click . Alternatively, click Submittal ID link. Company Qualification Request page is displayed.

**Update/edit Addresses** if desired. Click the corresponding tab.

**Update/edit Phone Numbers** if desired. To edit click the corresponding tab.

**Update/edit Website** if desired. To edit click the corresponding tab.

**Update/edit Contacts** if desired. To edit, click the corresponding tab.

**Update/edit Authorized Officials** if desired. To edit, click the corresponding tab.

To update attachments, see Update Attachments.

Fields can be sorted in ascending/descending order. To learn more, see Sort Submittals List. New entries must be saved before they are included in the sort.
Once desired changes are made, click the **Save** button. The completed request must be validated and submitted to BOEM.

**Maintain Company**

- Users representing BOEM **qualified** companies can modify their company’s data.
- Changes made by the user are not effective until approved by BOEM.
- BOEM **approved** Sureties can also modify their company’s data if desired.
- Only users with appropriate role can modify company’s data.
- To change qualified company’s **Type** see **Initiate Business Conversion Request**.
- To change qualified company’s **Name** see **Initiate Change of Name Request**.

To initiate Maintain Company request, **Login** and select **TIMS Web Company**. Submittals list is shown.

Click **Create New** and select **Maintain Company Request** option from the drop-down list.

Enter **Submittal Name** and Submittal Description. Submittal Name must be unique for submittal type. The system displays an appropriate message if Submittal Name is not unique. Submittal Description is optional.

If qualified company’s **Type** or **State of Incorporation** is not available, user will be prompted to enter the data.

Click **Create Request** to continue with the request or click **Cancel** to return to previous page.

Upon clicking **Create Request**, the system displays Maintain Company Request page. Company Details is the default screen. A sample is shown.

![Maintain Company Request](image)

*Figure 21: Maintain Company Request*
Update Company Address

To update company’s addresses click the Addresses tab shown in Figure 21. At least one address is required. If there are multiple addresses, indicate one as the primary address.

Address fields can be sorted in ascending/descending order. To learn more, see Sort Submittals List. New entries must be saved before they are included in the sort.

To delete an existing address, select the address to be removed and click the Delete button. Confirm the deletion and click Save. A primary address cannot be deleted unless another address is selected as primary.

To add an address, click the Add button and type the new address in appropriate fields. Click Save. Alternatively, click the Select/Add A Saved Address button. Saved addresses will be displayed. Select desired address and click the icon.

To edit an address field, click on the field to be edited. Type over the old entry and click Save.

After all changes are complete, validate and submit the request.

Update Company Phone Number

To update company’s phone numbers click the Phone Numbers tab located on Maintain Company Request page. At least one phone number is required. If there are multiple phone numbers, indicate one as primary.

Phone Numbers fields can be sorted in ascending/descending order. To learn more, see Sort Submittals List. New entries must be saved before they are included in the sort.

To delete an existing phone number, select the number to be removed and click the button. Confirm the deletion and click Save. A primary phone number cannot be deleted unless another is selected as primary.

To add a phone number, click the Add button and type the new number in appropriate field. Click Save. Alternatively, click the Select/Add A Saved Phone Number button. Saved phone numbers will be displayed. Select desired number and click the icon.

To edit a phone number, click on the number to be edited. Type over the old entry and click Save.

Update Company Website

To update websites for your company click the Websites tab located on Maintain Company Request page.
Websites fields can be sorted in ascending/descending order. To learn more, see Sort Submittals List. New entries must be saved before they are included in the sort.

To delete an existing web address, select it and click the Delete button. Confirm the deletion and click Save.

To add a web address, click the Add button and type the new web address in appropriate field. Click Save.

To edit a web address, click on the text to be edited. Type over the old entry and click Save.

After all changes are complete, validate and submit the request.

Update Contacts

To update company’s contacts, click the Contacts tab located on Maintain Company Request page. A sample screen is shown.

To find out whether existing contacts have missing information, click the Validate Contacts button identified by red arrow in the preceding figure. In addition to the First Name and Last Name, contact’s Address and Phone Number are also required. If any of the required fields are missing, the system will display an appropriate message indicating the error. User must correct the error(s) and save.
Contacts fields can be sorted in ascending/descending order. To learn more, see Sort Submittals List. New entries must be saved before they are included in the sort.

To delete an existing contact, select the contact to be removed and click the Delete button. Confirm the deletion and click Save. Contact’s address, phone number and email (if any) will also be deleted by the system.

To add a contact, click the button. By default all BOEM regions are selected. Deselect the regions that are not applicable. Type contact’s First Name and Last Name in corresponding fields and click the Save button. Prefix, Middle Initial, Suffix and Title are optional fields.

To enter Addresses, Phone Numbers and Emails for the contact, click the corresponding tabs then click Add. Type the information in designated fields and click Save. At least one address and one phone number must be entered for each contact. Entering email is optional.

User has the option to add a saved address. To do so, select the contact and click the button. A list of previously submitted addresses will be displayed. Select desired address from the list and click the corresponding icon. The selected address will be saved for the contact. If the selected address has missing fields, they will be indicated by the system. Provide the missing fields and click the Save button. If selected address is of Adjudication type, the system updates the type to Mailing. User has the option to change address type to Street or Other as appropriate.

Similarly, clicking the button under the tab, allows user to add phone numbers from a previously submitted list. If the selected phone number is complete, the phone number will be saved for the contact. If the selected phone number has missing fields, they will be indicated by the system. Provide the missing fields and click the Save button.

To edit a field, click on the field to be edited. Type over the old entry and click Save.

After all changes are complete, validate and submit the request.

**Update Attachments**

To update qualified company’s attachments, click the Attachments tab located on Maintain Company Request page. Only user with appropriate role can update company’s attachments.

Click corresponding to the attachment file you like to update. Browse local drive to select a new PDF file. Once selected, click the OK button. The new PDF file will be displayed in the New File column.
To upload supplemental attachments click the button. See for more information.

Attachments fields can be sorted in ascending/descending order. To learn more, see . New entries must be saved before they are included in the sort.

**Update Authorized Officials**

To update qualified company’s authorized officials, click the tab. Only user with appropriate role can update company’s authorized officials. At least one authorized official must be indicated.

To delete an authorized official, select the official and click the button located in Authorized Officials panel (traced out in red in Figure 22). User is prompted to confirm the deletion. User may click the button to cancel the deletion.

To add an authorized official, click the button identified by red oval in Figure 22. Enter First Name and Last Name of the official. Prefix, Middle Initial, and Suffix are optional.

Select desired title from Available Titles column, and click to place the selection in Assigned Titles column. The official will assume all the titles under Assigned Titles. Clicking reverses title assignment. Multiple titles can be assigned to the designated official in similar fashion. The button assigns all available titles to the official. The button reverses the action. If the desired title is not listed under Available Titles, see .

To assign new title to an existing official or to reverse official’s title assignment, select official’s name in Authorized Officials panel and click the button located in the same panel, as seen in Figure 22.
The Authorized Officials window is displayed.

To assign another title to selected official, select desired title in the Available Titles column and click the button.

To reverse title assignment, select title from the Assigned Titles column and click the button. Click to save the changes or click to exit the window without saving.

**Update Titles**

Only user with appropriate role can perform the following title updates on behalf of his representative company.

**Add New Title**

To add new title, click the button located in the Roles and Titles panel. Follow the steps described in Create Titles.

**Delete Title**

To delete an existing title, click the button located in the Roles and Titles panel. User is prompted to select a title to delete.

Select desired title from the pull-down list. If selected title is not assigned to an existing authorized official, deletion is allowed. User must confirm the deletion. To cancel the deletion, click .

If selected title is assigned to one or more authorized officials do one of the following:

- Delete authorized official’s name and try to delete the title again. See Update Authorized Officials.
- Remove the title from the Assigned Titles column and then delete the title.
- To view the titles assigned to an authorized official, click the button (identified by blue oval in Figure 22) corresponding to the official’s name.

**Edit Role Assignment**

To edit roles assigned to a title, click the button located in Roles and Titles panel. The system displays the Edit Title window. A sample is shown.

![Figure 23: Edit Title](image-url)

Select the title from the drop-down list.

To assign a role to the title, select the appropriate role from the **Available Roles** column and click **Save**.

To reverse a role assignment, select the appropriate role from the **Assigned Roles** column and click **Save**.

To exit the window, without saving, click **Cancel**.

When all changes are complete, validate and submit the request.

**Validate and submit Maintain Company Request**

- All attachments must have been uploaded prior to validation.
- Only user with appropriate role may validate/submit the request.
Login and click TIMS Web Company.

Select desired request and click Select desired request and click View Details Alternatively, click the appropriate Submittal ID link.

Click the Validate button located at the top left of the displayed page. If validation is successful, the system notifies user no errors have been found. An unsuccessful validation displays a list of identified errors. User should correct the errors and retry the validation process.

To submit the request, click the Submit button. The system acknowledges successful submission. If submission fails, reasons for failure are displayed. User must address the errors and submit the request again.

Upon successful submission, requests in Draft status are updated to Pending status and requests in Rework status are updated to Resubmit status. Click OK to close the message box.

- Requests in Pending status cannot be altered. To modify a Pending request, see Recall Submittals.
- Once the request is accepted by BOEM, the requesting company is notified by the system.

**Edit Maintain Company Request**

- User with appropriate role can edit a maintain company request while the request is in Draft status.
- Requests in Returned/Rework status can also be modified.
- To edit requests in Pending status see Recall Submittals.
- Fields can be sorted in ascending/descending order. To learn more, see Sort Submittals List. New entries must be saved before they are included in the sort.

To modify a request in Draft or Returned/Rework status, Login TIMS Web. Click TIMS Web Company. Select desired request from the list.

Click View Details. Alternatively, click Submittal ID link. The appropriate page is displayed.

Update/edit Addresses if desired. Click the corresponding tab.

Update/edit Phone Numbers if desired. To edit click the corresponding tab.
Update/edit Website if desired. To edit click the corresponding tab.

Update/edit Contacts if desired. To edit, click the corresponding tab.

Update/edit Authorized Officials if desired. To edit, click the corresponding tab.

Update/edit Titles if desired.

To update attachments, see Update Attachments.

Once desired changes are made, click the button. The completed request must be validated and submitted to BOEM.

**Associated Bond Requests**

- Bonding requests must be submitted to BOEM along with a change of name, business conversion (with company name change) or merger request to ensure all bonds, leases, DOOs, ROWs and RUEs affected by the name change, business conversion or merger reflect the respective changes.
- Associated bond requests may include: New Bond, Bond Rider, Bond Cancellation/Termination and other forms of financial assurance.
- All associated bonding requests must be initiated via TIMS Web Company application.
- Once associated bond requests have been initiated, user can process them to completion through TIMS Web Bonding application. See Access TIMS Web Bonding.

Bonding steps are outlined below.

**Step I: Create Associated Bond Requests**

- **Business conversion**: see Invoke Change of Name Bond Rider for instructions.
- **Change of name**: see Invoke Change of Name Bond Riders for instructions.
- **Merger**: see Invoke Bond Processes for instructions.

**Step II: Validate Associated Bond Requests for eSignature**

- User must have appropriate role.
- Attachments required for the bond must have been uploaded prior to validation. See Upload Attachments.

To validate bond requests for eSignature, Login and click TIMS Web Bonding. Select the tab.

Select change of name/business conversion/merger request from the list in the top panel. Associated bond requests (if any) will be displayed in the bottom panel.
Select desired bond request from the bottom panel and click the corresponding **Submittal Id** link. The bond request page is displayed.

Click the **Validate for eSignature** button located at the bottom of the page. Click **Ok** to confirm or click **Cancel** to abort the validation.

If validation fails, the system displays an appropriate message and lists reasons for the failure.

If validation is successful, the system updates the bond request to eSign status and notifies all required signatories that the request is ready to be signed.

Click **Back** to return to previous page.

**Step III: eSign Associated Bond Requests**

- Bond requests must have been validated for electronic signature **prior** to signing.
- Only user with appropriate role can sign associated bond request.

**Login** and select **TIMS Web Bonding**. Click the **Company Submittals** tab.

Select the appropriate change of name/business conversion or merger request from the displayed list in the top panel. All associated bond requests are displayed in the bottom panel.

Select desired bond request from the bottom panel and click the corresponding **Submittal Id** link. The bond request page is displayed.

The E-Signature panel is located at the bottom of the page. User may have to **scroll down** to see the signature panel. A sample is shown.

![Figure 24: Electronic Signature Panel](image)

Click the **eSign** button.
Enter your TIMS Web Password and click **Sign** or click **Cancel** to abort signing.

The bond request remains in eSign status until the last required signature is applied.

Click **Back** to return to previous page.

**Step IV: Review and Submit Associated Bond Requests**

- All required signatures must have been applied.
- Only user with appropriate role may review and submit the bond request.

Login TIMS Web. Select **TIMS Web Bonding** and click the **Company Submittals** tab.

Select desired change of name, business conversion or merger request from the list in the top panel. Associated bond requests are listed in the bottom panel.

Select desired bond request from the bottom panel and click the corresponding **Submittal Id** link. The appropriate page is displayed.

Click the **Review for Submission** located at the bottom of the page. Bond Submittal Report page is displayed. The report is in Read Only format. User may review and verify that the report is correct.

To submit the bond request, click the **Submit** button. Click **Submit** to confirm the submission. Upon successful submission, the system updates the bond request to **Prepending** status.

If user selects the **Cancel** button, the system aborts the submission. User must click **Ok** to confirm the action.

Associated bond requests will be submitted **concurrently** when the business conversion/change of name or merger request is submitted to BOEM.
Recall Associated Bond Requests

- User with appropriate role can recall all or individually selected bond request associated with a change of name, business conversion with name change, or merger.
- Bond requests in Draft, eSign or Prepending status can be recalled.
- The system displays an appropriate message if the bond request cannot be recalled.

To recall an associated bond request, Login and click TIMS Web Company.

Select desired change of name/business conversion or merger and click the corresponding Submittal ID link. Select the Affected Bonds tab.

To recall a single bond request, select the bond request to be recalled and click the Recall Single Bond Rider or Recall Single Bond Request button as appropriate. If the bond request cannot be recalled, an appropriate message will be displayed.

Click OK to close the window.

To recall all initiated bond requests click the Recall All Bond Riders or Recall All Bond Requests button (as appropriate). The following message will be displayed.

Click OK to confirm the recall. Click Cancel to cancel the recall. Recalling a bond request changes its status to Draft and invalidates all applied signatures.

Bond requests in Draft status remain in Draft status after the recall.

Delete Associated Bond Requests

- User may delete bond requests associated with a change of name, business conversion or merger.
- Only requests in Draft status can be deleted.
- The system displays a message if a bond request cannot be deleted.

To delete a bond request, Login and click TIMS Web Company.
Select desired change of name/business conversion/merger request from the displayed list and click View Details. Alternatively click the appropriate Submittal ID link.

On the displayed page click the tab. From the list in the lower panel, select the bond request you wish to delete and click the button.

Click OK to confirm or click Cancel to discard the deletion.

**Withdraw Associated Bond Requests**

- User may withdraw bond requests associated with change of name/business conversion request.
- The system displays a message if a bond request cannot be withdrawn.

To withdraw a bond request, Login and click TIMS Web Company.

Select desired change of name/business conversion request from the displayed list and click View Details. Alternatively click the appropriate Submittal ID link.

On the displayed page click the tab. From the list in the lower panel, select the bond request you wish to withdraw and click the button.

Click OK to confirm or click Cancel to discard the action. The system displays a message if the selected bond request cannot be withdrawn.

**Access TIMS Web Bonding**

To access TIMS Web Bonding application, Login and select TIMS Web Bonding. Bonding submittals page is displayed.

Click the Company Submittals tab. A sample screen is shown in Figure 25. The tab is identified by red arrow in the figure.
Select the desired change of name, business conversion or merger from the top panel. Upon selection, all associated bond requests (if any) will be displayed in the bottom panel.

Select desired bond request and click the Details button. The system displays the bond request. Alternatively, click the Submittal Id link.

If the bond request is in Draft or Rework status, user can edit and save the changes.

The associated bond request must be validated for electronic signature, signed and submitted to BOEM for approval.

The History button shown in Figure 25, enables user to view the status changes of a selected bond request.

### Business Conversion

- A qualified company can change company’s Type using TIMS Web Company application.
- Only users with appropriate role can change their representative company’s Type.
- Appendix A shows required documents for business conversion.
- View affected leases, ROWs, RUEs and Bonds (optional), or proceed to Initiate Business Conversion Request.
Affected Leases, ROWs and RUEs

- Leases, ROWs and RUEs are affected if the business conversion request includes a change of company’s name.
- No action is required by the user regarding affected Leases, ROWs and RUEs.

To view affected Leases, ROWs and RUEs, **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select the **Business Conversion** button. Select a **Conversion Type** from the drop-down list and click the **tab. A sample of the displayed page is shown.

![Figure 26: Business Conversion: Affected Leases, ROWs, and RUEs](image)

All leases, rights of way, and rights of use and easement for each region are listed. To expand/collapse the list click triangles identified by red ovals.

Click **Print Affected Leases/ROWs/RUEs** to print the list. Clicking **Print Package** prints business conversion requirements, Leases, ROWs, and RUEs and Affected Bonds to user’s default printer.

**Affected Bonds**

To view bonds affected by business conversion, **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select the **Business Conversion** button. Select **Conversion Type** from the drop-down list and click the **Affected Bonds** tab.
The displayed page shows active bonds for each affected region. A sample screen is shown in Figure 27. An **active** bond has an effective date that has not been terminated, cancelled or replaced.

![Figure 27: Business Conversion: Affected Bonds](image)

Click to expand the list.

Click to print the list of bonds to your local printer.

Clicking button prints Business Conversion Requirements, active bonds, Leases, ROWs and RUEs to user’s default printer.

**Initiate Business Conversion Request**

**Login** and select TIMS Web Company.

On the displayed page click the button.

Select **Business Conversion Request** option. The displayed page is shown in Figure 28.
Type Submittal Name and Submittal Description in the fields provided. Submittal Name must be unique to submittal type. If Submittal Name is not unique, the system will display an appropriate message.

The system populates Company Type and State of Incorporation for the company and identifies all regions affected by the request. If Company Type and State of Incorporation are not available, user must provide the missing data.

If business conversion is accompanied by a new name, a New Company Name must be entered. The entered company name must be unique and must match exactly the name that appears on business records and required documents.

Select New Company Type from drop-down list. Type or select Filing Date. Filing Date is the effective date of the conversion indicated in State Certificate. Filing Date cannot exceed current date.

Asterisks (*) indicate required fields.

To continue with the request click Create Request. To cancel the request click Cancel.

Upon clicking Create Request Business Conversion Request page, shown in Figure 29, is displayed.
Figure 29: Business Conversion Request

- In addition to changing company’s Type, user may add or alter addresses, phone numbers and websites for the company. Company Contacts and Authorized Officials may also be modified if desired. See Maintain Company and subsequent subsections for instructions.

- Clicking saves the request in Draft status.

Proceed to: Invoke Change of Name Bond Riders.

Invoke Change of Name Bond Rider

- For a business conversion without a name change, no bonding action is required.

- If the business conversion is accompanied by a name change, user with appropriate role must create Principal Change of Name bond riders for company’s active bonds.

- Currently TIMS Web Company supports Principal Change of Name bond riders for Surety bonds only.

To invoke Principal Change of Name bond riders, Login TIMS Web.

Click TIMS Web Company. Select desired submittal and click View Details. Alternatively click the appropriate Submittal ID link.

Select the tab and click Create Bond Riders. The following message is displayed.
Click **OK** to confirm. To cancel the initiation of bond rider click **Cancel**.

Upon confirmation, the system creates a Principal Change of Name bond rider request for each affected Surety bond and notifies the Principal and the Surety to eSign the bond rider requests.

Initiated bond riders are displayed in the bottom panel. User may need to click **Identified by red oval in Figure 30**, to see all initiated bond riders.

**Figure 30: Business Conversion with name Change - Initiated Bond Riders List**

Initiated bond riders must be validated for eSignature. See **Validate Associated Bond Requests for eSignature**.

A sample of Principal Change of Name bond rider request is presented in Figure 31.
All bond riders associated with business conversion with name change must be signed by both the Principal and the Surety before validation of the request. Validation fails if required signatures have not been applied or at least one bond rider for each affected bond has not been created. See eSign Associated Bond Requests.

- After required signatures are applied, bond riders are updated to Prepending status.
- The business conversion request can be validated after associated bond riders are in Prepending status.
- User has the option to recall all or individually selected bond rider. See Recall Associated Bond Requests.
- User has the option to delete associated bond riders. See Delete Associated Bond Requests.

Proceed to: Validate and Submit Business Conversion Request.

Validate and Submit Business Conversion Request

- All required attachments must have been uploaded.
- All Principal Change of Name bond riders (if applicable) must be in Prepending status.
- User must have appropriate role to validate and submit the request.

To validate the request, Login and click TIMS Web Company.

Select desired business conversion request form the list and click View Details. Alternatively click the appropriate Submittal ID link.
On Business Conversion Request page click the **Validate** button. Successful validation is acknowledged by the system. If validation fails, the system displays an appropriate message and indicates reasons for the failure.

Click **Submit**. The system will acknowledge successful submission. Once the request is submitted to BOEM the system updates the request to appropriate status. Draft submittals are updated to Pending and Rework submittals are updated to Resubmit status.

- The request cannot be edited while in Pending status. To modify a request in Pending status, user must first recall the request. After recall, the request is updated to Draft status and can be modified. See [Recall Submittals](#).
- Bond riders associated with the business conversion, must be reviewed by BOEM Reviewers from all regions affected by the request.
- Upon approval of the business conversion request by Approvers from all affected regions, the system updates the request to Approved status; generates the approval letter and qualification card and sends a notification to the Submitter.
- BOEM approval date becomes termination date for company’s old type. The effective date for the new type is determined by the Secretary of State of the state of filing. Existing company records are archived in EDMS and company records reflecting company’s new type (and new name if applicable) are created by the system.
- If Business Conversion request is denied by BOEM Reviewer, reasons for denial along with denial notification is sent to the Submitter.

### Edit Business Conversion Request

- Business conversion request can be edited by user with appropriate role.
- Only requests in Draft Returned/Rework status can be edited.
- To modify requests in Pending status, see [Recall Submittals](#).

**Login** and click **TIMS Web Company**. Select desired submittal and click the **View Details** button. Alternatively click the appropriate **Submittal ID** link. Selected request is displayed.

To modify the New Company Name (if applicable), click the **button located in the Business Conversion pane, identified by red arrow in the figure below.
If bonds were associated with the old name, they will be deleted after the name change. User must create new bond requests with the New Company Name.

Click [OK] to confirm or click [Cancel] to cancel the name change. Upon clicking [OK], type the New Company Name in the designated field. The system displays an appropriate message if the New Company Name is not unique. If the [OK] button is absent, type over the old name and click [Save].

- To modify New Company Type, select new type from the drop-down list and click [Save].
- To modify Filing date, click the [OK] button and select desired date or type over the existing date. Filing Date cannot exceed current date.
- **Update/edit Addresses** if desired. To edit click the corresponding tab.
- **Update/edit Phone Numbers** if desired. To edit click the corresponding tab.
- **Update/edit Website** if desired. To edit click the corresponding tab.
- **Update/edit Contacts** if desired. To edit, click the corresponding tab.
- **Update/edit Authorized Officials** if desired. To edit, click the corresponding tab.
- To update attachments, see **Update Attachments**.

Once completed, click the [Save] button located in the Business Conversion pane to save the changes.
**Change of Name**

- A qualified company can change company’s name using TIMS Web Company application.
- Only users with appropriate role can initiate change on name request on behalf of their representative company.
- Instructions on how to view required documents for change of name are outlined here.
- If desired, view Affected Leases, ROWs and RUEs, and Bonds, or proceed to Initiate Change of Name Request.

**Affected Leases, ROWs and RUEs**

To view Leases, ROWs and RUEs affected by company’s change of name, Login TIMS Web.

Select TIMS Web Company and click the Requirements tab.

Select Change of Name button and click Lease / ROWs / RUEs. Company’s Leases, ROWs and RUEs are shown for each Region. A sample is shown.

![Figure 33: Change of Name: Affected Leases, ROWs, and RUEs](image)

Make sure to click triangles, identified by red oval, to expand the list.

Click Print Affected Leases / ROWs / RUEs to print the list. Clicking Print Package prints change of name requirements, Leases, ROWs, and RUEs and Affected Bonds to user’s default printer.

- Leases, ROWs, and RUEs updates are done upon approval of the request.
- No action is required by the user regarding affected leases, ROWs and RUEs.
Affected Bonds

To view a list of bonds affected by the change of name request, **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select **Change of Name** button and click **Affected Bonds**. The system displays all active Surety bonds affected by the change of name request for each affected region. An active bond has an effective date that has not been terminated, cancelled or replaced. A sample screen is shown. Make sure to click the [ ] to expand the list. The expand/collapse buttons are identified by red ovals in the following figure.

![Figure 34: Change of Name: Affected Bonds](image)

User may click **Print Affected Bonds** to print the list to his local printer.

Click the **Company Submittals** tab to go back to submittals list.

Initiate Change of Name Request

To change the name of a qualified company, **Login** TIMS Web. Select **TIMS Web Company**.

Click **Create New** and select **Change of Name Request** option. The displayed page is shown.
Enter **Submittal Name** and Submittal Description in designated fields. Submittal Name must be unique to submittal type. The system displays an appropriate message if Submittal Name is not unique. Submittal Description is optional.

The system populates Company Type and State of Incorporation for the company and identifies all regions affected by the request. If Company Type and State of Incorporation are not available, user must provide the missing data.

Type **New Company Name** and **Filing Date** in the fields provided. The New Company Name must be unique; spelling, upper or lower case and punctuation, must match exactly the name that appears on business records and required documents for the request to be accepted.

Filing Date is the effective date of the change of name indicated in State Certificate. Filing date **cannot** exceed current date. Asterisks (*) indicate required fields.

To cancel change of name request click **Cancel**. To continue with the request click **Create Request**. The Change of Name Request page is shown in Figure 36.
Change of Name Request page shows Company Details, Contacts, Attachments, Authorized Officials and Affected Bonds tabs.

Clicking  saves the request in Draft status.

- User may add or alter addresses, phone numbers and websites for the company.
- Company Contacts and Authorized Officials may also be modified if desired. To modify, click appropriate tabs.
- See Maintain Company  and Update Authorized Officials for instruction.

Proceed to: Invoke Change of Name Bond Riders.

Invoke Change of Name Bond Riders

- Active bonds affected by a change of name request require Principal Change of Name bond riders.
- Currently TIMS Web Company application supports Principal Change of Name bond riders for Surety bonds only.

To invoke Principal Change of Name bond rider for Surety bonds, Login and click TIMS Web Company.

Select desired request and click . Alternatively, click the appropriate Submittal ID link.

Click the tab. Affected bonds for each region are displayed.

Click the tab identified by red arrow in Figure 37.
Upon clicking, the following message will be displayed.

Click the **OK** button to confirm the action. Click **Cancel** to cancel the action.

Upon user’s confirmation, the system creates a bond rider request for each affected Surety bond and saves the bond rider in Draft status.

The list of initiated bond riders appears in the lower panel of the screen. User may need to click [Recall All Bond Riders] identified by red oval in Figure 37, to see the list.

Notifications are then sent to the Principal and the Surety that bond riders await their signature.

- All bond riders must be validated for eSignature. See **Validate Associated Bond Requests for eSignature**.
All bond riders must be signed by both the Principal and the Surety. See eSign Associated Bond Requests.

All bond riders must be submitted to BOEM. Upon submission to BOEM, bond riders will be updated to Prepending status.

The change of name request can be validated after bond riders are in Prepending status.

User has the option to recall all bond riders or individually selected bond rider. See Recall Associated Bond Requests.

User has the option to delete associated bond riders. See Delete Associated Bond Requests.

Proceed to: Validate and Submit Change of Name Request.

Validate and Submit Change of Name Request

- All required attachments must have been uploaded.
- All bond riders must be in Prepending status.

To validate the request, Login and click TIMS Web Company.

Select desired change of name request and click View Details. Alternatively click the appropriate Submittal ID link.

On Change of Name Request screen, click Validate. If validation fails, the system displays a message indicating reasons for the failure. Correct the errors and validate again.

Upon successful validation click Submit. After the request is successfully submitted, the system updates the request to appropriate status. Draft submittals are updated to Pending status and Rework submittals are updated to Resubmit status.

- The change of name request cannot be altered while the request is in Pending status. To modify the request in Pending status, user must first recall the request. After the recall, the request is updated to Draft status and can be modified. See Recall Submittals.

- Upon approval of the change of name request by Approvers from affected regions, the system updates the request to Approved status; generates the approval letter and qualification card; and sends a notification to the Submitter.

- BOEM approval date becomes termination date for company’s old name. The effective date for company’s new name is determined by the Secretary of State of the state of filing. Existing company records are archived in EDMS and company records reflecting company’s new name are created by the system.

- If change of name request is denied by BOEM Reviewer, reasons for denial, is communicated to the Submitter.
Edit Change of Name Request

- Change of name requests can be edited by users with appropriate role.
- Only requests in Draft Returned/Rework status can be edited.
- To modify requests in Pending status, see Recall Submittals.

Login and click TIMS Web Company. Select desired submittal from the displayed list and click the View Details button. Alternatively click the appropriate Submittal ID link. Selected request is displayed.

To modify the New Company Name, click the Edit button located in the Change of Name panel and follow the screen prompt. If the Edit button is absent, type over the old entry and click the Save button located in the same panel. The panel is identified by red arrow in Figure 38.

![Figure 38: Update Change of Name Request](image)

The system displays an appropriate message if the New Company Name is not unique.

If bond riders are associated with the old name, they will be deleted after the name change. User must create new bond riders for the new name.

To modify Filing date, click the Change button and select desired date or type over the existing date. Filing Date cannot exceed current date.

To update company’s Contacts, Attachments, Authorized Officials, Addresses, Phone Numbers or Websites, click appropriate tabs. Once changes are applied, click Save. For complete instructions see Edit Maintain Company Request and Update Authorized Officials.
Merger

Companies or entities can submit a merger request through TIMS Web Company application. Merger request must be initiated by the surviving company. Companies involved in the merger must be BOEM qualified companies. User representing the surviving company must have appropriate role to initiate a merger request. We refer to the non-surviving company as the “merging company”.

Please note the following:

- Surviving company must assume all financial obligations of the merging company.
- Surviving company must secure all existing liabilities (their own and those belonging to the merging company) by creating new bonds, other forms of financial assurance, and/or bond riders.
- All bond requests associated with the merger must be processed to completion, i.e., be in Prepending status, before the merger request can be validated.
- All merging company’s active bonds must be terminated or cancelled through TIMS Web Company application. An active bond has an effective date that has not been terminated, cancelled or replaced.
- If the merger accompanies a change of surviving company’s name, Principal Change of Name bond riders must be invoked through TIMS Web Company application. Currently TIMS Web Company supports Change of Name bond riders for Surety bonds only.
- It is recommended that the required Principal Change of Name bond riders be invoked after all bonding obligations have been assumed by the surviving company.
- To view required attachments for merger see Other Requests.
- If desired, view Affected Leases, ROWs and RUEs, DOOSs and Bonds, or proceed to Initiate Merger Request.

Affected Leases, ROWs, and RUEs

To view merging company’s leases, ROWs and RUEs affected by the merger, Login and select TIMS Web Company.

Click the Requirements tab. On Business Process page select Merger and click Make sure to click the triangle, identified by red oval, to expand the drop-down list.

Enter complete or partial Company Number or Company Name in appropriate field and press the Enter key. The list is sorted accordingly. Click the button corresponding to the desired merging company.
Click **Affected LRRs**. The system displays a list of merging company’s leases (including Record Title and Operating Rights), ROWs and RUEs for each affected region. A sample screen is shown.

![Figure 39: Merger - Affected Lease, ROWs and RUEs](image)

Click **Print Leases/ROWs/RUEs** to print the list.

- Upon approval by BOEM, affected leases, ROWs and RUEs are manually updated by BOEM Reviewers.
- No action is required by the user regarding affected leases, ROWs and RUEs.

### Affected Bonds

To view active bonds of a merging company, **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select **Merger** and click **Select a Merging Company**. Locate desired merging company from the drop-down list and click the corresponding **Add** button. To search for desired company, enter complete or partial Company Number or Company Name then press the **Enter** key.

Click the **Affected Bonds** tab. All active **Surety** bonds of the merging company will be displayed. A sample is shown.
Figure 40: Merger: Affected Bonds

Click on the **Print Affected Bonds** icon to print the list.

**Affected DOOs**

User representing the surviving company may view designated operators affected by the merger.

To view Designation of Operators (DOOs), **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select the **Merger** option and click **Select a Merging Company**.

Locate desired merging company from the drop-down list and click the corresponding button. To search for desired company, enter complete or partial Company Number or Company Name in the field provided then press the **Enter** key.

Click the **DOO** tab. All DOOs for the merging company are displayed for each affected region. **Make sure** to click triangles, identified by red oval, to expand items. A sample is shown.
User may print DOO list by clicking . The button prints merger Requirements, affected Leases, ROWs, RUEs, affected bonds and DOOs.

**Initiate Merger Request**

- TIMS Web Company application supports merging of **two** companies only (surviving company + merging company).
- To merge with multiple companies, the surviving company must submit multiple merger requests, one merging company at a time. The first merger request must be approved before the next merger can be submitted to BOEM.

To initiate a merger request **Login** TIMS Web. Select **TIMS Web Company**.

Click and select **Merger Request** option. The displayed screen is shown in Figure 42.
Enter **Submittal Name** and Submittal Description. Submittal Name must be unique. If a unique Submittal Name is not entered, the system will display an appropriate message. Required fields are indicated by asterisk (*).

The system populates Company Type and State of Incorporation for the surviving company and identifies all regions affected by the request. If Company Type and State of Incorporation are not available, user must provide the missing data.

Click **Select a Merging Company** From the displayed list, select the merging company and click the corresponding [+] button. A sample is shown.

![Select Merging Companies](image)

**Figure 43: Select Merging Companies**

To **filter** the list shown in Figure 43, enter complete or partial Company Number or Company Name in the field provided then press the **Enter** key.

Select **Merger Filing Date** using the **[ ]** button. Merger Filing Date is the effective date of the merger indicated in State Certificate. Merger Filing Date **cannot** exceed current date.

If the merger accompanies a change of company name, enter **New Company Name** and select change of name **Filing Date**. The New Company Name must be unique; spelling, upper or lower case and punctuation, must match exactly the name that appears on business records and required documents for the request to be accepted. Filing Date is the effective date of the change of name indicated in State Certificate. Change of name Filing Date **cannot** exceed current date.

Click **Create Request** to continue or click **Cancel** to cancel the request.

Upon clicking **Create Request** the system displays Company Merger Request page, shown in Figure 44.
Company Details is the default screen.

- User may add or alter addresses, phone numbers and websites for the company. To modify, click the appropriate tab.
- Company Contacts and Authorized Officials may also be modified if desired. To modify, click the appropriate tab. See Maintain Company and Update Authorized Officials for instructions.
- Once desired changes are applied, click the Save button. The merger request is saved in Draft status.

Proceed to: DOO Attachments.

DOO Attachments

For merger requests, user with appropriate role can attach the Designation of Operator (DOO) documents by lease.

Login and click TIMS Web Company.

Select desired merger request and click View Details. Alternatively, click the appropriate Submittal ID link.

Click the DOO Attachments tab. The displayed page shows all leases affected by the merger. A sample screen is shown in Figure 45. Make sure to click Expand All button to expand individual item. Click the Expand All button to expand all items.
Select a lease and click the corresponding **Add Attachment** button.

Enter the DOO attachment name. Click **Browse** to select the PDF file to upload. Once the file is selected, click **OK**. Alternatively, click **Cancel** to cancel the upload.

- At least one attachment must be uploaded for each affected lease.
- The **Add Attachment** button can be invoked multiple times to upload multiple DOO attachments.
- All required attachments must be uploaded in similar fashion
- DOO *Form MMS-1123* and a *PayGov* receipt are required as one attachment or as separate attachments.
- All attachments must be in PDF.

**Proceed** to: Invoke Bond Processes.

**Invoke Bond Processes**

- Merging company is the non-surviving company.
- All merging company’s liabilities must be covered by the surviving company.
- All merging company’s active bonds must be terminated or cancelled by the surviving company.
- All necessary bond requests due to the merger must be initiated via TIMS Web Company application in order to be associated with the merger request.
To invoke bond processes for affected bonds, **Login** and click **TIMS Web Company**.

Select desired merger request and click **View Details**. Alternatively, click the appropriate **Submittal ID** link.

Click the **Affected Bonds** tab on the displayed page. A sample screen for Oil and Gas industry is shown. In addition to New Bond and Indemnity Agreement as seen in Figure 46, other functions including Insurance Policy, Certificate of Deposit, Investment Grade Securities, and Trust Agreement are available for **Renewable Energy** industry.

![Sample Screen](image)

**Figure 46: Merger Bond Processes – Oil and Gas**

To **view** existing liabilities click **Liabilities Report** identified by red arrow in the preceding figure. Merging company’s leases, ROWs or RUEs that require coverage by the surviving company are listed in Liabilities Report. **It may take the system a few minutes to bring up the Liabilities Report.**

A sample of the Liabilities Report is shown in Figure 47.
Merging company’s liabilities (if any) will be listed under **General Bonds** and **Supplemental Bonds**. The surviving company must create appropriate bond request(s) to cover the amount.

Bond requests appropriate to **oil and gas** are enabled for users representing oil and gas industry and bond requests appropriate to **renewable energy** are enabled for users representing renewable energy industry only.

The following bonding functions are available:

**New Bond 2028**

Follow **Login** steps described in **Invoke Bond Processes**.

To initiate a 2028 bond request click the **New Bond 2028** button. Enter **Submittal Name** and click **Create Request**. Submittal Name must be unique to submittal type. To discard the bond request click the **Cancel** button.

Refer to **TIMS Web Bonding Industry User Guide: The 2028 Bond Form** to learn how to complete the form. User must click the **Save** button to save entries.
After completing the bond form, click the **Validate for eSignature** button located at the bottom of the page. User may need to scroll down to see the button.

Upon successful validation, the system notifies appropriate signatories that a bond request awaits their signature.

If user is an authorized signatory, he may scroll down the page and eSign the bond request. See eSign Associated Bond Requests.

**New Bond 2028a**

Follow **Login** steps described in Invoke Bond Processes.

To initiate a 2028a Outer Continental Shelf (OCS) Mineral Lessee’s and Operator’s Supplemental bond request click the **New Bond 2028a** button.

On the displayed page, enter a unique **Submittal Name** and click **Create Request**. To discard the bond request click the **Cancel** button.

Refer to TIMS Web Bonding Industry User Guide: The 2028a Bond Form to learn how to complete the form. User must click the **Save** button to save entries.

After completing the bond form, click the **Validate for eSignature** button located at the bottom of the page. User may need to scroll down to see the button.

Upon successful validation, the system notifies appropriate signatories that a request awaits their signature.

If user is an authorized signatory, he may scroll down the page and eSign the request. See eSign Associated Bond Requests.

**New Bond 2030**

Follow **Login** steps described in Invoke Bond Processes.

To initiate a new 2030 Pipeline Right of Way Grant bond request, click the **New Bond 2030** button.

On the displayed page, enter a unique **Submittal Name** and click **Create Request**. To discard the bond request click the **Cancel** button.

Refer to TIMS Web Bonding Industry User Guide: The 2030 Bond Form to learn how to complete the form. User must click the **Save** button to save entries.
After completing the bond form, click the **Validate for eSignature** button located at the bottom of the page. User may need to scroll down to see the button.

Upon successful validation, the system notifies appropriate signatories that a request awaits their signature.

If user is an authorized signatory, he may scroll down the page and eSign the request. See **eSign Associated Bond Requests**.

**New Bond 0005**

Follow **Login** steps described in **Invoke Bond Processes**.

To initiate a 0005 Outer Continental Shelf (OCS) Renewable Energy Lessee’s, Grantee’s, and Operator’s bond request, click the **New Bond 0005** button.

Enter **Submittal Name**. Submittal Name must be unique to submittal type. Click **Create Request** to continue with the request or click **Cancel** to discard the bond request.

Refer to **TIMS Web Bonding Industry User Guide: The 0005 Bond Form** to learn how to complete the form. User must click the **Save** button to save entries.

After completing the bond form, click the **Validate for eSignature** button located at the bottom of the page. User may need to scroll down to see the button.

Upon successful validation, the system notifies appropriate signatories that a request awaits their signature.

If user is an authorized signatory, he may scroll down the page and eSign the request. See **eSign Associated Bond Requests**.

**Indemnity/Trust Agreement, Certificate of Deposit, Insurance Policy, Investment Grade Securities Requests**

To initiate indemnity/trust agreement, certificate of deposit, insurance policy or investment grade securities request, follow **Login** steps described in **Invoke Bond Processes**, and click the appropriate button.

Enter **Submittal Name**. Submittal Name must be unique to submittal type.

Select **Region** from the drop-down list and click **Create Request**. A sample of Indemnity Agreement screen is shown.
Figure 48: Indemnity Agreement

To upload the file, click the **Browse** button. **Browse** local drive to select the appropriate file and click **OK**. Clicking **Cancel** cancels the action. All attachments must be in PDF.

Click the **Submit** button. The system acknowledges successful submission. Click **OK** to close the displayed window.

While the request is in Draft status, the PDF attachment can be replaced with a new PDF file. To replace, click the **Submit** button. Select the new PDF file from local drive and click **OK**.

User may delete an attachment by clicking the corresponding **Delete** button. To add additional attachments, see **Supplemental Attachments**.

**Bond Rider – Assumption of Liabilities**

The surviving company must have existing, active bonds to create Assumption of Liabilities bond rider.

To initiate a bond rider, follow **Login** steps described in **Invoke Bond Processes**.

Click the **Bond Rider** button. Select the desired **Active** bond from the displayed list and click the **Initiate Bond Rider** button.

Enter **Submittal Name** and click the **Create Request** button. Submittal Name must be unique to submittal type. A sample screen is shown. To discard the bond rider, click **Cancel**.
Select the **Assumption of Liabilities** option. The system identifies all active bonds with bond amount and activity levels lower than or equal to that of the bond selected by the user. The identified bonds (if any) are listed in the Assumed Bonds panel. See Figure 50.

To **exclude** bonds from assumption, select a bond from the Assumed Bonds panel and click the corresponding **button. The action places user’s selection in the Excepted Bonds panel.**
panel. Multiple bonds can be excluded in this fashion. The \( \uparrow \) button reverses the action. Bonds in the Excepted Bonds panel are excluded from assumption.

To assume liabilities for an Area Wide 2028 or Area Wide-ROW 2030 bond, click the \[ Search and Add \] button. A sample of the displayed screen is shown.

![Display Screen](image)

Click the box corresponding to the bond(s) you like to assume and click \[ OK \]. Use the search button to search for specific bond(s). Click the \[ Save \] button to save entries.

Click the \[ Validate for eSignature \] button located at the bottom of the bond form. If validation is successful, the system notifies the authorized signatories that a request awaits their signature.

**Bond Rider – Increase/Decrease Bond Amount**

To change the bond amount for an existing, active bond, follow the Login steps described in **Invoke Bond Processes**.

Click the \[ Bond Rider \] button. Select the desired **Active** bond from the displayed list and click the \[ Initiate Bond Rider \] button.

Enter **Submittal Name** and click \[ Create Request \]. Submittal Name must be unique to submittal type. To discard the bond rider, click the \[ Cancel \] button.

Select the **Increase (Decrease) Bond Amount** option. Based on the existing rules governing bond rider amount, the system displays the new bond amounts for the user to choose from.

Select the New Bond Amount and click \[ Save \]. A sample screen is shown.
Figure 51: Bond Rider - Increase Bond Amount

For more information on Bond Rider Bond Amount Business Rules, please refer to *TIMS Web Bonding Industry User Guide: Appendix C.*

Click the **Validate for eSignature** button located at the button of the form. If validation is successful, the system notifies the authorized signatories that a request awaits their signature.

**Bond Rider - Name Change**

Merger requests including a change of surviving company’s name require Principal change of Name bond riders.

To initiate Principal Change of Name bond riders, follow Login steps described in *Invoke Bond Processes.*

Click the **Create Bond Riders for Name Change** tab. Click **OK** to confirm or click **Cancel** to cancel the action.

Upon confirmation, the system creates a bond rider for each affected bond in Draft status and notifies the Principal and the Surety that bond riders await their signature. The list of created bond riders will be displayed in the lower panel under Bonding Submittals. A sample screen is shown.
User may proceed to validate bond riders for electronic signature. See Validate Associated Bond Requests for eSignature.

Bond riders must be signed by appropriate signatories. See eSign Associated Bond Requests.

Bond riders must be submitted to BOEM for approval. See Review and Submit Associated Bond Requests.

Validate and Submit Merger Request

- Merger requests must be validated before submission.
- All required attachments must have been uploaded.
- All merging company’s liabilities must have been covered.
- All merging company’s active bonds must have been cancelled or terminated. See Cancel/Terminate Merging Company Bonds.
- All bond riders for change of name (if applicable) must have been processed to completion.
- All bond requests associated with the merger must be in Prepending status before the merger request can be validated for electronic signature.
- Validation fails if any active bonds, lease assignments, ROWs, RUEs and Lease DOOs exist under the name of the merging company.

Login and click TIMS Web Company.

Select desired merger request and click. Alternatively, click the appropriate Submittal ID link.
On Company Merger Request page, click Validate. The system validates all new bonds, bond riders or bond terminations/cancellations have been signed by required signatories. If validation fails, the system displays a message indicating reasons for the failure.

Upon successful validation, click Submit. If submission is successful, the system updates the request to appropriate status. Draft submittals are updated to Pending status and Rework submittals are updated to Resubmit status.

- The request cannot be altered by the user while in the request is in Pending status. To modify a request in Pending status, see Recall Submittals.
- Upon approval of the merger request, an approval notice is sent to the surviving company.
- The surviving company’s records, company Resolution, Incumbency Certificate and qualification data are updated by the system.
- All data for the merging company along with all impacted leases, ROWs and RUEs are also updated.
- If the merger request is denied, reasons for denial are communicated to the surviving company.

Change Merging Company

The surviving company may change the merging company while the merger request is in Draft status.

Login and click TIMS Web Company. Select desired submittal and click View Details. Alternatively click the appropriate Submittal ID link.

On the displayed page click the button corresponding to the merging company. Select desired company from the displayed list and click the button.

You may search for a company by typing the complete or partial Company Number or Company Name in the appropriate blank field and press the Enter key. The list will be filtered accordingly.

After changing the merging company, user is notified that DOO attachments data will be repopulated to reflect the change. Click OK to acknowledge the message and click Save to save the change.

Make sure to upload DOO attachments for the new merging company. See DOO Attachments.
Cancel/Terminate Merging Company Bonds

- Surviving company is **required** to cancel or terminate **all** merging company’s active bonds.
- Bond cancellation/termination requests can only be signed by surviving company’s authorized signatory (i.e., Principal).
- It is recommended to cancel/terminate merging company’s bonds after all other bond requests (i.e., new bond, bond riders, etc.) have been processed by the surviving company.

**Login** and click **TIMS Web Company**. Select desired merger request and click **View Details**. Alternatively click the appropriate **Submittal ID** link.

Click the **Affected Bonds** tab and select **Cancel/ Terminate Merging Company Bonds**.

To **cancel** merging company’s bonds, select the bond to be cancelled and click **Initiate Cancellation Request**.

Enter **Submittal Name** and click **Create Request**. Submittal Name must be unique to submittal type.

Enter remarks in the Cancellation Remarks field. Entering remarks is optional.

User must click the **Save** button to save new entries. A sample screen is shown.

![Figure 53: Bond Cancellation](image)

To **terminate** merging company’s bonds, select the bond to be terminated and click **Initiate Termination Request**.
Enter **Submittal Name** and click **Create Request**. Submittal Name must be unique to submittal type.

Enter remarks in the Termination Remarks field. Entering remarks is optional.

User must click the **Save** button to save new entries. A sample screen is shown.

![Figure 54: Bond Termination](image)

Bond cancellation/termination request must be validated for electronic signature. Click the **Validate for eSignature** button located at the bottom of the page. The following message is displayed. Click **OK** to close the Confirmation window.

![Confirmation](image)

If validation fails, the system lists reasons for the failure. User must take corrective action and retry validation.

Click the **Back** button to exit the current page.

- Bond cancellation/termination requests must be signed by the Principal (i.e., surviving company). See **eSign Associated Bond Requests**.
All bond cancellation/termination requests must be submitted to BOEM. See **Review and Submit Bond Requests**.

**Edit Merger Request**

- Only user with appropriate role can edit a merger request.
- Only requests in Draft, Returned/Rework status can be edited.
- To modify requests in Pending status, see **Recall Submittals**.

Login and select **TIMS Web Company**. Select desired merger request from the displayed list and click the **View Details** button. Alternatively click the appropriate **Submittal ID** link. Selected request is displayed.

To change the surviving company’s name, enter the new name in **New Company Name** field identified by red arrow below.

![Figure 55: Edit Merger Request](image)

The system displays an appropriate message if the New Company Name is not unique.

Type or select the **Filing Date** for company’s change of name.

Once the surviving company’s name is changed, all bonds, DOOs and leases/ROWs and RUEs associated with the old name will be deleted. Click **OK** to confirm or click **Cancel** to cancel the name change. User must initiate new bond requests associated with the New Company Name.
To modify Filing Date, click the button and select desired date or just type over the existing date. Filing Date cannot exceed current date.

To replace the merging company, see Change Merging Company.

Make sure to upload DOO attachments associated with the new merging company. See DOO Attachments.

- Update/edit Addresses if desired. Click the corresponding tab.
- Update/edit Phone Numbers if desired. To edit click the corresponding tab.
- Update/edit Website if desired. To edit click the corresponding tab.
- Update/edit Contacts if desired. To edit, click the corresponding tab.
- Update/edit Authorized Officials if desired. To edit, click the corresponding tab.
- If desired, see Update Titles.
- If desired, see Update Attachments.

Once completed, click the button located in the Merger pane to save the changes.
Appendix A: Requirements for Business Conversion

The following documents are required to change an existing TIMS Web company type to Corporation, General Partnership, Limited Liability/Partnership, Trust, or Individual type.

**Corporation:**

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation Name</td>
<td>Copy of the Certificate of Incorporation from the Office of the Secretary of States of the State of incorporation, stating the name of the corporation exactly as it must appear on all legal documents, certified by the Secretary of the corporation.</td>
</tr>
<tr>
<td>Holder Authorization</td>
<td>A statement identifying the state in which the corporation is incorporated and declaring the corporation is authorized to hold mineral leases and/or right of way on the Outer Continental Shelf, certified by the Secretary of the corporation.</td>
</tr>
<tr>
<td>Resolution</td>
<td>Evidence of authority of officials authorized and empowered to execute for and on behalf of the corporation, certified by the Secretary of the corporation.</td>
</tr>
<tr>
<td>Incumbency Certificate</td>
<td>Certificate of Incumbency listing the officials’ names and titles, authorized and empowered to execute for an on behalf of the corporation, certified by the Secretary of the corporation.</td>
</tr>
<tr>
<td>Power of Attorney</td>
<td>Authorization of Individuals to execute specific documents on behalf of the company.</td>
</tr>
<tr>
<td>MMS 2032 Equal Opportunity Affirmative Action Program Representation</td>
<td>Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.</td>
</tr>
<tr>
<td>MMS 2033 Equal Opportunity Compliance Report Certification</td>
<td>Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.</td>
</tr>
</tbody>
</table>
## General Partnership:

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership Certificate</td>
<td>Certificate of Partnership and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, certified by the Secretary of the partnership.</td>
</tr>
<tr>
<td>Partnership Agreement</td>
<td>Partnership Agreement and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, certified by the Secretary of the partnership.</td>
</tr>
<tr>
<td>Holder Authorization</td>
<td>Statement indicating the State in which the partnership is registered or formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental shelf, certified by the Secretary of the partnership.</td>
</tr>
<tr>
<td>General Partner Statement (GPS)</td>
<td>Statements from each General Partner of the partnership reflecting the following, as appropriate</td>
</tr>
<tr>
<td>GPS Corporation Statement</td>
<td>If the General Partner is a corporation, a statement indicating the State in which it is incorporated and declaring that it is authorized to hold mineral leases and/or rights-of-way on the Outer Continental Shelf, certified by the Secretary of the corporation;</td>
</tr>
<tr>
<td>GPS Partnership Statement</td>
<td>If the General Partner is a partnership, a statement indicating the State in which it was formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, certified by the Secretary of the partnership</td>
</tr>
<tr>
<td>GPS Individual Statement</td>
<td>If the General Partner is an individual, a statement of citizenship.</td>
</tr>
<tr>
<td>Resolution</td>
<td>Evidence of authority of officials authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary of the Partnership.</td>
</tr>
<tr>
<td>Incumbency Certificate</td>
<td>Certificate of Incumbency listing the officials' names and titles, authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary of the partnership</td>
</tr>
<tr>
<td>Power of Attorney</td>
<td>Authorization of Individuals to execute specific documents on behalf of the company.</td>
</tr>
<tr>
<td>MMS 2032 Equal Opportunity Affirmative Action Program Representation</td>
<td>Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.</td>
</tr>
<tr>
<td>MMS 2033 Equal Opportunity Compliance Report Certification</td>
<td>Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.</td>
</tr>
</tbody>
</table>
## Limited Liability Company/Limited Partnership:

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Articles</td>
<td>Articles of Organization, and any amendments thereto, certified by the Secretary of any Member or Manager of the Limited Liability Company (LLC).</td>
</tr>
<tr>
<td>Regulation Articles</td>
<td>Regulations, and any amendments thereto, of the Limited Liability Company, if there are any, along with evidence of filing in the Office of the Secretary of State, if required, certified by the Secretary of any Member or Manager of the Limited Liability Company.</td>
</tr>
<tr>
<td>Limited Liability Agreement</td>
<td>Operating Agreement or Limited Liability Agreement of the Limited Liability Company, and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, if required, certified by the Secretary of any Member or Manager of the Limited Liability Company.</td>
</tr>
<tr>
<td>Holder Authorization</td>
<td>Statement indicating the State in which the limited liability company is registered or formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, individually certified by the Secretary of each member/manager of the Limited Liability Company.</td>
</tr>
<tr>
<td>General Partner Statement (GPS)</td>
<td>Statements from each General Partner of the partnership reflecting the following, as appropriate:</td>
</tr>
<tr>
<td>LLC Corporation Statement</td>
<td>If the member is a corporation, a statement indicating the State in which it is incorporated and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, certified by the Secretary of the corporation;</td>
</tr>
<tr>
<td>LLC Partnership Statement</td>
<td>If the member is a partnership, a statement indicating the State in which it was formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, certified by the Secretary of the Partnership;</td>
</tr>
<tr>
<td>LLC Holder Authorization</td>
<td>If the member is a limited liability company, a statement indicating the State in which it was formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, certified by the Secretary of each Member of the Limited Liability Company</td>
</tr>
<tr>
<td>LLC Individual Statement</td>
<td>If the member is an individual, a statement of citizenship.</td>
</tr>
<tr>
<td>Resolution</td>
<td>Evidence of authority of officials authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary of the Partnership.</td>
</tr>
<tr>
<td>Incumbency Certificate</td>
<td>Certificate of Incumbency listing the officials’ names and titles, authorized and empowered to execute for and on behalf of the limited liability company, must consist of a certificate jointly executed by all members/member companies, reflecting such officers and their authority.</td>
</tr>
</tbody>
</table>
Member Listing
Listing of all members of the limited liability company certified by the Secretary of any member or Manager of the limited liability company.

Power of Attorney
Authorization of Individuals to execute specific documents on behalf of the company.

MMS 2032 Equal Opportunity Affirmative Action Program Representation
Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.

MMS 2033 Equal Opportunity Compliance Report Certification
Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.

Trust:

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Agreement</td>
<td>Trust agreement or document establishing the trust, and all amendments thereto, duly certified by the trustee; such certification to also include a statement relative to where the original of the trust document(s) has been recorded</td>
</tr>
<tr>
<td>Trust Statement</td>
<td>Statement indicating the law under which the trust is established and that the trust is authorized to hold mineral leases and/or rights of way on the OCS, duly certified by the trustee(s).</td>
</tr>
</tbody>
</table>

Individual:

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Statement</td>
<td>Citizens and nationals of the United States,</td>
</tr>
<tr>
<td>Immigration Form</td>
<td>Aliens lawfully admitted for permanent residence in the United States as defined in 8 U.S.C. 1101(a)(20).</td>
</tr>
</tbody>
</table>
Appendix B: Company Types

**Corporation:**
A private, public or municipal corporation organized under the laws of the United States or of any State, or of the District Columbia or territory thereof (30 CFR 256.35(b)).

**General Partnership:**
Simply referred to as partnership, is a business shared by two or more individuals carrying on a business with the goal of making a profit. In general, each partner is jointly liable for the partnership’s obligations.

**Limited Partnership:**
A type of business partnership, with two or more persons, with at least one general partner and one limited partner. The general partner has unlimited personal liability where the limited partner’s liability is limited to the amount of his or her investment in the company.

**Limited Liability Company (LLC):**
A business structure allowed by State statute that can be applied by a corporation, partnership, or sole proprietorship giving its owners limited personal liability for the debts and actions of the LLC.

**Trust:**
A relationship in which one person holds title to property subject to an obligation to keep or use the property for the benefit of another.

**Individual:**
An individual lessee or a working interest owner.
Appendix C: TIMS Web Company Workflow

- A submittal in **Draft** status is a request/submittal initiated by the submitting company but not yet submitted to BOEM.
- A **Pending** submittal is a request submitted to BOEM but not yet received by BOEM.
- A submittal in **Approved** status is a request/submittal approved by BOEM.
- A submittal in **Review** status is a submittal under review by BOEM Reviewer or until the approved or denied by BOEM.
- A submittal in **Denied** status is a request/submittal Denied by BOEM.
- A submittal in **Returned** status is a request returned to Submitter by BOEM.
- A submittal in **Rework** status is a request returned to Submitter that can be edited by Submitter.
The Enterprise IT Service Desk

Phone: 1-877-256-6260

EnterpriseITserviceDesk@bsee.gov